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CONFIDENTIAL

MINUTES

TRAINING OFFICERS MEETING

Document No. 821

Thursday
10 June 1954

NO CHANGE in Class. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S (C)

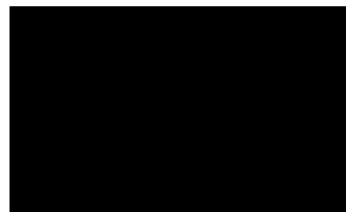
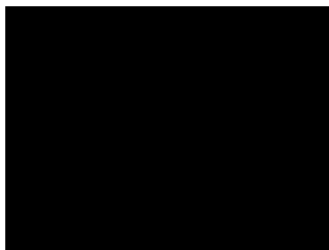
DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: h22

Attendance:

25X1A



25X1A

1. O/B Briefing at Aberdeen:

25X1A

██████████ indicated that from five to ten people are interested in visiting Aberdeen at the end of June. It was agreed that Mr. ██████████ would attend the Division Training Officers' Meeting on 11 June to clarify the procedures and the date for this trip.

25X1A

2. Representation of OTR at Division Training Officers' Meeting, Friday, 11 June:

25X1A

██████████ stated that dittoed copies of numbers of students enrolled in OTR courses (as prepared by the Registrar, OTR) would be handed out at the Friday meeting of the Division Training Officers. He expressed the hope that the Registrar's office would be represented at the meeting.

25X1A

3. ██████████ announced that the reorganization of PP and PM Staffs had become effective as of 9 June.

4. On-the-Job Training in RI:

25X1A

██████████ informed the group that RI is preparing a ██████████ announcing the continuation of the briefings carried on by that office. He stated that RI wanted to set up in the notice some requirements for on-the-job training for people going overseas. ██████████ has suggested to RI that the training aspect be left out of the notice and that this requirement be handled separately through his office.

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5. Distribution of Lecture Schedules:

25X1A [REDACTED] made a plea that the Senior Training Officers get course schedules well ahead of the beginning dates of the courses. The OTR representatives stated that in the case of a number of the courses, the final schedules were determined shortly before the opening dates; however, an effort would be made to get the schedules over promptly. 25X1A [REDACTED] stated that he felt separate course announcements would serve a useful purpose to him, but his view was in the minority.

25X1A In reply to [REDACTED] question about the progress of preparation of "programs of instruction", 25X1A [REDACTED] stated that they were about 60% completed.

6. Phase II Evaluations:

25X1A [REDACTED] pointed out that the last Phase II evaluations took six weeks to get to the training officers. [REDACTED] and others explained the reasons for this, and stated that [REDACTED] and others concerned are doing what they can to speed up the processing of evaluations.

25X1A
25X1A

7. [REDACTED]

25X1A

8. [REDACTED]

25X1A

25X1A [REDACTED] announced that the CS Training Committee has now visited the chiefs of all divisions, except WH, for the purpose of discussing and explaining the position and duties of the Division Training Officer. He reported that the division chiefs have been interested in the presentation and have given evidence of knowledge of training materials.

25X1A [REDACTED] raised the question of the proper career designation of Division Training Officers. [REDACTED] stated that this was a matter to be settled between the division and the training officer according to what he considers he is professionally. [REDACTED] stated that he understood the training officer could ask for an OTR designation if he so desired.

25X1A
25X1A

9. Comments by D/TR on Inspector General's Report:

25X1A [REDACTED] commented on various aspects of Director of Training's comments.

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10. Training Program for PM Personnel:

This item referred to a memorandum written by [REDACTED] setting forth his views as to what a training program should be. It was agreed that no action was necessary.

25X1A

11. Schedule, Pre-Training Testing:

[REDACTED] pointed out that his people who are administering the pre-testing have too big a load on the Fridays immediately preceding the beginning of Phase I and Phase II, and urged that the load be more equalized—where possible—by the utilization of other Fridays as well.

25X1A

12. Grade Level in Attendance at Phase I:

[REDACTED] stated that the pre-tests could not be used as a weeding-out device for individuals who take the pre-tests on a Friday before the course begins because these tests cannot all be scored before the start of the class. He feels that particularly in the case of GS-4's, they should be tested two weeks ahead of the course opening so that their success in the course can be predicted ahead of time.

25X1A

In addition to the formal agenda items, the following matters were discussed:

25X1A

a) [REDACTED] complimented the External and Language Training Division on the showing of foreign films, but felt that the French and German films did not have enough variety. It was pointed out that utilization of equipment [REDACTED] would enable a greater variety of films.

25X1A

b) [REDACTED] having heard rumors that the Air Operations film is to be shown soon, wondered if the CS Training Committee was to be invited. [REDACTED] stated that the film would be shown privately to the Project Review Committee first.

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c) [REDACTED] discussed projected changes in the long term schedule, and stated that the formal announcement would be ready in about a week.

25X1A

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